



NATIONAL PARK SERVICE

Fire Use Modules

OPERATIONS GUIDE

2000

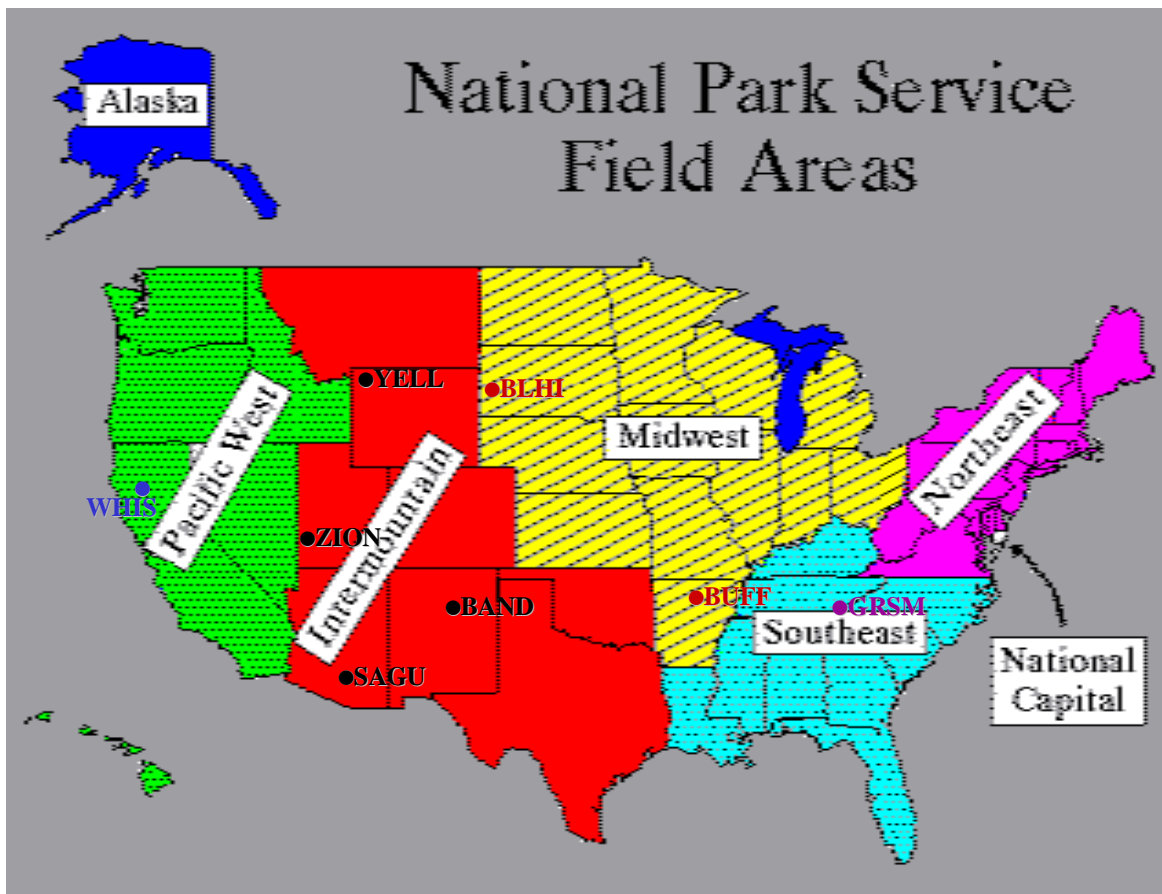


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1. MISSION STATEMENT

The mission of the Fire Use Module Program is to develop and provide national self-sufficient, multi-skilled fire professionals dedicated to fire use¹.

Primary priority and purpose of the Fire Use Modules (Fire Use Modules) is to assist the National Park Service with fire use in the areas of planning, fire behavior monitoring, ignition, and holding. In addition, project preparation and execution with narrow prescription windows will also be equally considered.

Secondary priority is to assist other agencies in fire use projects.

Tertiary priorities are to assist the National Park Service in fire effects, and mechanical hazard fuels reduction.

2. PERSONNEL MANAGEMENT

2.1 The following dates are when the modules will be fully staffed; permanent module employees will work longer than dates listed below. Modules will be referred to by the name of their home park or local area (i.e., Black Hills).

- Bandelier: 3/19 thru 9/9
- Buffalo National River: 1/24 thru 7/28
- Great Smoky Mountains National Park: 1/31 thru 7/28
- Saguaro National Park: 4/24 thru 10/30
- Whiskeytown National Recreation Area: 4/24 thru 11/3
- Black Hills: 4/23 thru 10/21
- Yellowstone National Park: 4/24 thru 10/21
- Zion National Park: 4/24 thru 10/21

2.2 All modules are comprised of seven individuals, except for Buffalo River, which has five.

- One GS-7 Module Leader funded up to 24 pay periods per fiscal year
- One GS-6 Assistant Module Leader funded up to 24 pay periods per fiscal year
- Two GS-5 Module Members funded up to 18 pay periods per fiscal year
- Three GS-5 Module Members funded up to 1039 hours per fiscal year
- Trainees and/or detailers as scheduled

2.3 Home parks will recruit for all module positions. Recruitment lists will be based on standard Fire Use Module position descriptions for Forestry Technicians, classified by the NPS Fire Management Program Center.

¹ **Fire use** is the combination of wildland fire use and prescribed fire application to meet resource objectives. **Wildland fire use** is the management of naturally ignited wildland fires to accomplish specific pre-stated resource management objectives in predefined geographic areas outlined in Fire Management Plans (Wildland and Prescribed Fire Management Policy, 1998).

2.4 Fire Use Modules' Qualifications:

A. Minimum qualification for each position level

- Module Leader - Single Resource Boss
- Assistant Module Leader - Firefighter Type 1
- Module Member - Firefighter Type 2

B. Target red card qualifications for each module (qualifications are not tied to a particular position within the module)

- Two Burn Bosses II
- Two Ignition Specialists II
- Two Single Resource Bosses
- Division Supervisor
- Long Term Fire Analyst
- Helicopter Crewmember
- Four Fire Effects Monitors
- Additional red card qualifications will be pursued at the discretion of each module member and their supervisor.

2.5 Home Park Fire Management Officer (FMO) will be responsible for Module Leader supervision. In absence of assignments, home park FMOs may assign module to local area projects.

2.6 NPS Regional Fire Staff will schedule Fire Use Module assignments in conjunction with home park FMO and Module Leader.

2.7 Module members will have their Incident Qualifications and Training maintained on the Shared Application Communication System (SACS).

- Module leader is responsible for submitting module members' training and experience to host park to enter on the SACS.
- The host park staff is responsible for entering module's' qualifications data.
- Fire Use Module personnel will not be available for a fire suppression assignment unless qualified or designated a trainee for the job.

2.8 All Fire Use Module personnel must pass the 3 mile arduous pack test with the module; anyone who fails will be unavailable for operational assignments and can be terminated if they do not pass the arduous pack test within two weeks after their failed test.

3. FINANCIAL MANAGEMENT

3.1 The NPS Fire Management Program Center provides home parks with salary and support funds for modules.

- Home park FMOs and Module Leaders will be responsible for the disbursement of all funds.

- Funds for uniforms of Fire Use Module personnel will be the responsibility of the home park based on home park policy. NPS uniforms may be authorized for Module Leaders and Assistant.
- 3.2 Wildland fire emergency accounts or project accounts will be charged for module's travel, per diem, premium pay (overtime), and other support costs when on assignment. Travel will be charged to these accounts from the time the module departs its home unit until it returns. When additional assignments occur in the same trip costs will be change to the next project when the module departs any prior assignment to go to another, with the last assignment on the trip being charged the travel home.
- 3.3 Per diem rates for modules will follow agency guidelines. When feasible, requesting parks should try to provide low cost meals or set up blanket purchasing agreements at local supermarkets to facilitate lower meal costs. All modules will travel with cooking and temporary food storage capabilities.
- 3.4 When ordering unit cannot provide housing other than camping, it is recommended that during days off the module be housed in a location providing showers, laundry, phones, grocery shopping and other community amenities.
- 3.5 Use of privately owned vehicles for government travel to assignments must be approved by the home park FMO.

4. OPERATIONAL STAFFING

- 4.1 Wildland and prescribed fire assignments will be scheduled and prioritized by NPS Regional Fire Staffs. An NPS Regional Module Coordinator within each region will maintain and track a prioritized list of projects for their respective regions. Contact lists by regions are noted below. When seeking information please contact individuals in the order listed.
- 4.2 NPS Fire Management Program Center (FMPC) Staff with Regional Fire Staff will resolve scheduling conflicts.
- 4.3 Module Leaders and home park FMO may solicit projects for their module as long as NPS Regional Fire Staff are kept informed.
- 4.4 NPS Regional Fire Staff will use the following criteria to prioritize projects:
- Previously established regional priorities
 - Potential resource benefits
 - Projects with narrow prescription windows
 - First come, first serve basis if all other factors are equal
- 4.5 For assignments outside local area, a module must have a minimum of four individuals. One individual **must** be a Leader, Assistant, or module member that is Single Resource Boss - Crew qualified. The module **must** be ordered through the interagency dispatch system (see section 9 and 10).
- Module's can have individuals from back filling and/or detailers.

- When ordered as a module the request will be filled with a minimum of four individuals and may be up to eight if the module is currently staffed with a detailer.
- Modules will not have to maintain the four person staffing level outside of their defined season of availability (see 2.1).

Regional Contacts are:

- **INTERMOUNTAIN REGION**

Module Coordinator	Kim Thomas	406-329-4880
Regional Wildland Fire Specialist	Dave Lentz	303-969-2927
Regional FMO	Bryan Swift	303-969-2449
Regional Wildland Fire Specialist	Paul Gleason	303-969-2951
➤ Module Contacts		
Bandelier FMO	Allen King	505-672-3861 x550
Bandelier Module Leader	Mike Powell	505-672-3861 x553
Saguaro FMO	Chuck Scott	520-733-5130
Saguaro Module Leader	Vacant	520-733-5131
Yellowstone FMO	Phil Perkins	307-344-2180
Yellowstone Module Leader	Dan Warthin	307-344-2186
Zion FMO	Art Latterell	435-772-0188
Zion Module Leader	Jacque Parks	435-867-0707

- **MIDWEST REGION**

Module Coordinator / Region Fuels Specialist	Doug Alexander	605-673-2061 x1254
	After June 2000	402-221-4994
Regional FMO	Fred Bird	402-221-3475
➤ Module Contacts		
Wind Cave FMO (Black Hills)	Bill Gabbert	605-745-1156
Wind Cave AFMO (Black Hills)	Mike Beasley	605-745-1159
Black Hills Module Leader	Shaun Larson	605-673-2061 x1245
Buffalo River FMO	Jim Mattingly	870-741-5443 x160
Buffalo River Module Leader	Bobby Bloodworth	870-446-2747

- **PACIFIC WEST REGION**

Module Coordinator / Regional Fire Specialist	John Kraushaar	415-427-1370
Regional FMO	Tom Nichols	415-427-1371
Fire Management Officer	Ken Till	206-220-4257
N. Calif. GACC DOI Coordinator	Kevin Dempsey	530-246-5354
➤ Module Contacts		
Whiskeytown FMO	Jim Hutton	530-242-3443
Whiskeytown Module Leader	Glen Warner	530-241-6951

- **SOUTHEAST REGION**

Module Coordinator / Regional Prescribed Fire Specialist	Doug Wallner	215-597-7140
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Regional FMO	Ken Garvin	404-562-3109
➤ Module Contacts		
Great Smoky FMO	Leon Konz	423-436-1247
Great Smoky Module Leader	Nate Benson	423-436-1303

4.6 Modules will have personnel available for single resource assignments (e.g., details to write burn plans, training, perform archeological work, suppression assignments, perform fire effects work) provided that the assignment does not compromise the availability of the module during their established field season.

- Requests for single resource assignments should go through the home park FMO.
- Once a module is down to four people, single resource assignment will not be an option for members unless other individuals back fill that module.
- Whenever possible, module members should be targeted for single resource assignments; it is recommended that module members be given priority for single resource training assignments over detailers and back filling individuals.
- Individuals working away from the module may be delayed in responding to an assignment or may miss it. The home park FMO will coordinate with Module Leader on how or if a member rejoins the module.

4.7 Modules may backfill when short staffed. When modules are fully staffed, regular personnel should not be displaced, unless agreed upon by the home park FMO and Module Leader.

- Back filling individuals must be red-carded and qualified, or a trainee, at a level commensurate with the position being filled and meet the module's fitness standards.
- The module must provide logistical support for outside personnel. This does not include base salary except when necessary to fill module core.
- Short staffed modules are not obligated to take back fill personnel on out-of-park assignments if the requesting park's order does not require a full module.

4.8 Fire Use Module Detailer Program: This program is open to individuals throughout the NPS and other Federal and State agencies, wishing to gain additional experience or qualifications in fire use in the following areas. The program is focused within each module and all inquiries should be directed to the home park FMO or Module Leader.

- Prescribed Fire Behavior Monitor (RXFM)
- Ignition Specialist Type 2 (RXI2)
- Burn Boss Type 2 (RXB2)

NOTE: None of the above qualifications are guaranteed through the Fire Use Module Detailer Program.

- A. Selected individuals will spend 2-3 weeks with a module. Each module will accept 2 detailers per season.
- B. The sending unit is responsible for a detailer's base salary while the individual is with a module. The module will cover travel and per diem costs of detailers only at the module's home unit; project accounts or emergency wildland fire accounts will cover these costs when detailer is on assignment away from home park.

- C. While with the module, detailers may need to change their tour of duty to correspond with the tour of duty of the module.
- D. Home parks must be prepared to supply logistical support for Fire Use Module detailers.

4.9 Fire Use Module personnel can be taken from different modules as single resources and combined into temporary modules of any size providing that this does not compromise the core of any of the contributing modules. Module personnel cores do not apply outside the core seasons identified in section 2.1. Temporary modules may be used for special assignments anytime during the year.

- A temporary module must have Module Leader, Assistant, or a module member that is Crew Boss qualified to function as module leader.
- NPS Regional Fire Staff will be responsible for putting together temporary modules.

4.10 Modules committed to fire use assignments will remain dedicated to that project and unavailable for other assignments until released from that project.

- Modules must be officially released from a fire use assignment before becoming available for other assignments.
- Modules can be released at anytime from tertiary responsibilities, see section 1.

4.11 Any Module member who misses an out-of-park assignment may be replaced with an individual from the home park fire staff; this is at the discretion of the home park FMO and Module Leader.

- The module member will work for the home park FMO upon returning to duty and until module returns to home park.
- An injured module member who is unable to fulfill his/her duties will work for the home park FMO until he/she is able to return to their normal work.
- Home park FMOs should try to back fill for an injured module member's position when possible.

5. WILDLAND FIRE SUPPRESSION GUIDELINES

5.1 Fire Use Module personnel are dedicated to fire use activities. The module can be available for wildland fire suppression assignments at the home park or host park if it does not compromise their mission (see section 1). Modules will not be dispatched to out-of-park suppression assignments except in the case of an *extreme* emergency: An event where life or property are imminently threatened, in or immediately adjacent to the module's current location, and normal suppression resources are not readily available.

- NPS Regional Fire Staff must be notified if a module is assigned to a suppression fire and kept informed of the module's status.
- Fire Use Modules must be released either after the first operational period or when appropriate suppression resources have arrived on scene.
- When Fire Use Module personnel are used on a suppression fire, the responsible FMO may be asked to justify this action to the NPS Regional Fire Staff.
- Module members may be available for local initial attack on their lieu days providing that this does not impact their availability for Fire Use Module projects.

5.2 Modules are **not** available for pre-positioning or standby in lieu of suppression resources.

5.3 As long as the core of the module is not compromised, individual Fire Use Module personnel will be available for wildland fire suppression assignments to accomplish the following objectives:

- To assist in attaining of a Fire Use Module target position.
- To provide fire suppression experience for individuals to meet Individual Development Plan Objectives.
- To keep red carded qualifications current that cannot be accomplished on fire-use assignments.
- Wildland fire assignments will conclude when an individual has been released.

Options for suppression assignment include detailing out with home park suppression resources, participating in the NPS Hotshot Detailer Program, going out on an assignment with a NPS Type 2 crew or with local interagency cooperators, completing an overhead trainee assignment, and completing single resource assignments.

5.4 If managers of Wildland Fire Use adopt a strategy of full suppression, all Fire Use Modules on the incidents will be released either after one operational period or when appropriate suppression resources have arrived. The NPS Regional Fire Staff must be notified of the status of Fire Use Module personnel within 24 hours.

5.5 If a prescribed fire escapes and is declared a wildland fire, Fire Use Modules working on the fire can assist in the suppression effort for either one operational period or until appropriate suppression resources have arrived.

The NPS Regional Fire Staff must be notified of the status of Fire Use Module personnel within 24 hours.

5.6 Module personnel can participate in search and rescues and other “all risk” activities, when there are critical resource shortages and this activity does not compromise the completion of projects.

6. TIME MANAGEMENT

6.1 When off station Fire Use Module personnel will adhere to work/rest guidelines of the NWCG Interagency Incident Business Management Handbook and Federal Travel Regulations. Modules will limit travel on off station assignments to 21 consecutive days.

- Module leaders have the responsibility to shorten travel when necessary to maintain crew health and safety.

6.2 All of the modules’ tours of duty will be tracked and updated on the NPS fire use web site.

At the discretion of the home park FMO, modules can establish tours of duty that differ from the standard 8 hour day five days a week tour of duty (e.g., 10 days on, 4 days off; 5-4-9’s; 4-10’s). All non-standard tours of duty **must** still meet requesting parks and agencies needs.

- Module leader or park FMO must communicate changes in module’s tour of duty to NPS Regional Fire Staff.

- Fire Use Module's are recommended not to use flex schedules.

7. LOGISTICAL SUPPORT

7.1 The home parks will provide the following to the modules:

- Office space, phone line, fax machine access
- Computer access, electronic communication
- Administrative support (e.g., time keeping, procurement, etc)
- Cache space for equipment storage
- Quarters when possible

7.2 The requesting unit will be responsible for providing the following when using a module on any project:

- meals and water
- sleeping areas (campgrounds, barracks, or motels, etc.)
- sanitation facilities
- fuel and equipment needs
- project management and orientation to the project

7.3 When ordering modules by ground transportation, they will come equipped to the following minimum standards:

- assigned crew vehicles
- two chainsaws with fuel
- firing equipment
- handtools
- 7 programmable handheld radios
- backcountry camping equipment
- drinking water and food for five days
- first aid and trauma kits

7.4 When modules are delivered by aircraft they will come equipped with the following:

- backcountry camping equipment
- 7 programmable handheld radios
- first aid and trauma kits
- handtools (if requested)

When mobilized by aircraft, the module will need:

- crew transportation (van or crewcab pickup or equivalent)
- vehicle to transport gear and equipment separate from the crew transportation
- two chainsaws with fuel and bar oil (if needed for the assign
- firing equipment as needed for the assignment
- drinking water and food

8. LOCAL DISPATCHING AREAS

When working in their “local areas” (see below), the home park FMO, Module Leader, or Fire Program Assistant will advise their local dispatch office of module status. This includes module location, contact phone number and/or radio frequencies. This may be done daily, weekly, or as often as a module’s status and location changes. “Local areas” and dispatching offices for the modules are defined as follows:

<u>Module</u>	<u>Local Dispatch Office</u>	<u>Local Areas</u>
Bandelier	Santa Fe Zone Dispatch	Santa Fe Zone, Albuquerque Zone
Blackhills	Black Hills and Custer Interagency Coordination Center	Theodore Roosevelt NP, Knife River Indian NHP, Wind Cave NP, Jewel Cave NP, Badlands NP, Fort Union NHS, Devil’s Tower NM, Mount Rushmore NM, Scotts Bluff NM, Agate Fossil Beds NM, Blackhills NF, Nebraska NF
Buffalo River	Arkansas/Oklahoma Interagency Coordination Center	Arkansas, Oklahoma, George Washington Carver NM, Wilson’s Creek NB, Ozark NSR, Mark Twain NF
Great Smoky	Tennessee Interagency Coordination Center	Tennessee
Saguaro	Southeast Arizona Zone Dispatch	Southeast Arizona Zone, Casa Grande NM, Tonto NM, and Montezuma Castle NM
Whiskeytown	Redding ECC	No local area
Yellowstone	Bozeman Dispatch	Yellowstone NP, Grand Teton NP, Greater Yellowstone Area
Zion	Cedar City Interagency Coordination Center	Zion NP, Bryce Canyon NP, Cedar Breaks NM, Grand Canyon NP (north rim), Pipe Springs NM, Lake Mead NRA, Arizona Strip BLM, Cedar City BLM, Dixie NF, North Kaibab Ranger District - Kaibab NF

9. DISPATCHING & ORDERING PROCEDURES

9.1 For *all* assignments outside the local dispatching area, modules will be ordered and moved through the established dispatch ordering channels by the resource order process.

- For assignment in a module's current location, it is the responsibility of that hosting unit to notify the NPS Regional Module Coordinator and the local dispatch office of the commitment of the module to that fire.
- All home park FMOs and Module Leaders will work closely with their local dispatching office before and during the fire season to facilitate smooth resource movement.
- Reference National Interagency Mobilization Guide – Chapter 60, Section 68.7

9.1 To request a NPS module, requesting units must adhere to the following steps:

- A. **Resource Ordering:** To resource order and module, first check the NPS Fire Use Web site (<http://fire.nifc.nps.gov/FUM>) to see if a module is available, then contact their local dispatch office and place a resource order. The requesting unit **should** contact the NPS Regional Module Coordinator to assist with the order and obtain pertinent logistical information for the module.
 - If a module is not available, the requesting unit should contact a NPS Regional Module Coordinator.
 - If NPS Regional Module Coordinator are not available for taking a request for a module then the call up list in Section 4.1 should be followed to fill the order. The host park FMO and Module Leader are responsible for **ensuring** that the request meets or does not interfere with established regional priorities before filling the order.
- B. Fill out an “Overhead Resource Order” form (ICS-259-13) following the standard procedure listed below, and then contact your local dispatch office. (***REFER TO PRESCRIBED FIRE RESOURCE ORDER AT THE END OF THIS GUIDE.***)
 - Each Fire Use Module individual is a separate overhead resource with a separate “O” request number. Modules will **always** be ordered as **8** overhead requests, their maximum potential size (7 members + 1 detailer).
 - When less than 8 individuals are available, the dispatch office will be advised on how many individuals are filling an order. Unfilled requests will be listed as “unable to fill.” Modules do **not** have to fill each 8 overhead requests.
 - Fire Use Module personnel will be ordered as Technical Specialists (“THSP”) only.
 - Local dispatch offices will be provided with the module(s) being requested (ex. - Whiskeytown Module) and their home unit agency identifier (CA-WNP).
 - Requesting units also will need to provide the appropriate charge code.
 - Prescribed fires are not considered emergencies. Therefore, it is recommended Fire Use Module personnel be ordered from the local dispatch offices during normal weekday work hours, unless the fire account will pay for dispatcher overtime.
 - REQUESTING UNIT SHOULD PLACE RESOURCE ORDERS 48 HOURS IN ADVANCE FOR PRESCRIBED FIRES AND OTHER PROJECTS. IF THE WINDOW OF OPPORTUNITY CHANGES, THE RESOURCE ORDER CAN ALWAYS BE CANCELED.
 - Modules will also need to be moved on a resource orders when working within another module's local area (i.e. - if the Yellowstone module has been ordered and is working at Bandelier NM, they would need to be ordered on a resource order to go to El Malpais NM).

C. Home Unit Identifiers for Fire Use Modules:

- NM-BAP, Bandelier
- AR-BUP, Buffalo River
- TN-GSP, Great Smoky
- AZ-SAP, Saguaro
- CA-WNP, Whiskeytown
- SD-JCP, Jewel Cave
- WY-YNP, Yellowstone
- UT-ZIP, Zion

Modules must be demobilized through the established interagency resource ordering process following their release from a wildland fire. This requires the host unit, Module Leader, or home park FMO to check with NPS Regional Module Coordinator to evaluate the potential for reassignment; Module Leader, host unit, or home park FMO must then provide travel itinerary and close the order through the dispatching process.

9.3 Regional Fire Staff will coordinate mobilization of modules across different NPS Regions.

9.4 NPS Fire Management Program Center Staff and Regional Fire Staff will resolve scheduling conflict.

9.6 Module Leaders and host unit will coordinate among each other before a burn or project to see if it is still a “go” or “no go” (e.g., outlook for the prescription window, readiness of burn, weather, etc. will influence decision). If it appears a burn will be out of prescription, the hosting unit will notify the Module Leader and Dispatch; hosting unit will make arrangements to reschedule the module(s) with NPS Regional Fire Staff.

10. INTERAGENCY AVAILABILITY OF FIRE USE MODULES

10.1 The Fire Use Module is **only** available for interagency use for wildland fire use and prescribed fire assignments. Other agencies can not resource order modules to assist in burn preparation, fire effects, and hazard fuel reduction projects; however, modules may be used for these tasks while on site waiting for a prescribed burn to come into prescription.

10.2 The number of modules available for interagency assignments at any one time may be limited.

10.3 The NPS will establish assist accounts on all interagency assignments to capture costs. The requesting agency will be responsible for providing logistical support.

10.4 The home park is responsible for arranging interagency contacts for their module. For scheduling purposes, home park FMOs or Module Leaders should give the NPS Regional Module Coordinator a copy of their module’s interagency contacts.

- 10.5 Agencies interested in scheduling a module for a project must submit a request to the responsible NPS Regional Module Contact.
- If an agency has an existing close working relationship with the home park of a particular module, it is acceptable for that home park FMO to schedule projects after checking with the NPS Regional Module Coordinator, or refer the requesting agency directly to the NPS Regional Fire Staff.
 - If a module is available, the NPS Regional Module Coordinator will notify the appropriate parties and schedule the project.
 - Modules will be resource ordered and demobilized for projects by the requesting agency under the same procedures set down in sections 9.2, 9.3, and 10.8. **MODULES SHOULD BE RESOURCE ORDERED FOR ALL INTERAGENCY USE THAT IS BEYOND THE LOCAL DISPATCH AREA.**
- 10.6 The home park FMOs and Module Leaders are responsible for ensuring that their interagency cooperators know how to resource order Fire Use Module personnel, including how to contact the NPS Regional Module Coordinator.
- Interagency cooperators should also understand the guidelines pertaining to use of Fire Use Module personnel on wildland fire suppression fires, as stated in section 5.
 - Copies of the Fire Use Module Operations Guide will be available to all interagency cooperators at their request.

11. TRAINING

- 11.1 The home park is responsible for initiating Individual Development Plans for Fire Use Module personnel and arranging the necessary training to enable employees to meet target qualifications. The Module Leader and host park FMO will maintain records of each individual's qualifications and training needs. These will be available to requesting units.
- 11.2 The primary objective of training is to meet Fire Use Module target qualifications. Additional training may be given a lower priority than projects if the training is non-essential and interferes with the completion of that project.
- 11.3 Each module member will attend required and refresher training.
- Training funds for module members will be pursued through the host park FIREPRO training request process.
 - Module Leader should give their home park FMO a list of training needs for each module member, so NPS Regional Fire Staff and home park FMO can assist in filling those needs.
- 11.4 Before Fire Use Module personnel are available for fire assignments, they must complete a safety refresher that is at least 8 hours. The following items are recommended to be included as additional training needs (as needed):
- Standards for Survival and Look Up, Look Down, Look Around
 - Fire shelter deployment
 - S-290 or review of fire behavior
 - Firing Methods review

- Lessons Learned: Fatality Fire Case Studies

12. COMMUNICATION

- 12.1 Module Leaders are responsible for keeping Regional Module Coordinator informed of their status and location in order to maintain track and ensure availability; this can be done by telephone or cc:mail.
- 12.2 Regional Fire Staff are responsible for ensuring that status and location of modules are updated on Fire Use Web Site (<http://fire.nifc.nps.gov/FUM>).
- 12.3 The home park FMO and/or Module Leader are responsible for informing Regional Staff of personnel changes in the module.
- 12.4 The Module Leader is responsible for communicating module accomplishments to home park FMO and Regional Module Coordinator upon request. An annual report will be due at the annual module meeting the first full week in December.

13. EVALUATIONS

- 13.1 To provide feedback, identify training needs, and evaluate module performance, requesting units should complete a project evaluation form after Fire Use Module personnel are released from an assignment. Module Leaders are responsible for getting these evaluation forms to requesting unit and sending completed copy to the home park FMO.
- 13.2 Home park FMOs will be responsible for the Module Leader's evaluation.

Example Resource Order

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